



# United States Peace Corps/Cambodia



## **VACANCY ANNOUNCEMENT**

### **Training Assistant Full-Time Personal Service Contractor (PSC)**

**OPEN TO:** All Qualified Candidates  
*(Preference will be given to candidates residing in Cambodia or who are citizens of Cambodia at the time of application)*

**OPENING DATE:** 06 May 2022

**CLOSING DATE:** 27 May 2022

**WORK HOURS:** Full time; 40 hrs/week

**ESTIMATED WORK PERIOD:** Permanent; All Personal Services Contractors (PSC) have a period of performance of 1 base year + 4 option years with the possibility of renewal.

**COMPENSATION:** Starting at USD \$915 per month

### **ORGANIZATIONAL BACKGROUND**

The United States Peace Corps ([www.peacecorps.gov](http://www.peacecorps.gov)) is a non-political, non-religious organization of the US government that brings Americans to Cambodia to serve as Peace Corps Volunteers. The Peace Corps serves in Cambodia at the invitation of the Government of Cambodia and working closely with Ministry of Education, Youth and Sport with a goal to improve the English language skills of teachers and students. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship. Learn more about Peace Corps Cambodia here: <http://cambodia.peacecorps.gov/>

### **OBJECTIVE OF THE POSITION**

The United States Peace Corps Cambodia seeks a permanent **Training Assistant (TA)** for our office in Phnom Penh to support the work of American Volunteers working in rural areas throughout Cambodia. The Training Assistant (TA) is a fulltime contracted position in the Peace Corps office in Phnom Penh, as well as off-site coordinator for training events outside of Phnom Penh.

*This position requires significant travel including a 3 month re-location to the Pre-Service Training site.*

### **REPORTING**

The Training Assistant reports directly to the Training Manager under the ultimate supervision of the Director of Programming and Training (DPT).

## **POSITION DESCRIPTION**

The TA is responsible for providing office and field support to the Training Manager (TM) and other Programming and Training (P&T) staff as well as short-term contracted trainers. The TA is responsible for administrative and logistical support of training events, management of information resource center, translation and interpretation as needed at training events, as well as for the general safety and security of Trainees and Volunteers. During Pre-Service Training (PST) and In-Service Trainings (ISTs), the TA acts as on-site coordinator for the event. The TA also supports programming staff on site visits and Volunteer support as needed and is responsible for content and delivery of some sessions during trainings.

The primary place of performance is Phnom Penh. However, this position requires significant travel including a 3 month re-location to the Pre-Service Training site outside of Phnom Penh.

## **Major Duties and Responsibilities:**

### **Training Support**

Peace Corps conducts extensive pre-service training to prepare Volunteers for their technical assignment, as well as various in-service training events that provide Volunteers and their Cambodian partners with updated knowledge and skills in technical and other areas. The Training Assistant's duties and responsibilities in the area of administrative support for training events include, but are not limited to, the following:

- Handle all major communication for the Training Unit; contact and maintain relations with appropriate offices; and prepare all correspondence, memoranda, cables, texts, letters and documents. Translate documents and letters from Khmer to English and English to Khmer; prepare official documents and correspondence to be forwarded to Peace Corps Headquarters; and maintain and update all inventory, records and files for the Training Unit;
- Provide administrative support to TM; make appointments, prepare schedules; handle telephone calls; and other general administrative assistance;
- Assist in the preparation of annual training budgets and documentation. Assist TM with all preparations for Pre-Service Training (PST) and various In-Service Training events. Help with research on and arrangements for venues, transportation, guest speakers, and other logistical coordination;
- Act as primary backup support for TM. Provide support for the TM and all PST staff; act as liaison between PST staff and Phnom Penh office staff, communicating needs and organizing the transportation of information and supplies to the PST site.
- Assist in recruitment of contracted training staff through preparation of advertisements; screening of application materials, etc. Assist the TM and DPT in the recruitment and selection of qualified candidates. Keep an up-to-date and thorough list of former training staff with all relevant contact information and maintains positive relationships with key persons;
- Assist TM to compile, photocopy, and organize training books and materials;
- Maintain and inventory training materials and items, working with General Services Officer for appropriate storage of same during non-training times;

- Ensure Post's optional trainings, such as the Project Design and Management (PDM) training, are scheduled, provide logistical support and communication, and ensure content is updated. Become familiar with content to help facilitate these trainings;
- Become certified as a Language Proficiency Interviews Tester and support language training as needed; and
- Become certified as a LearningSpace (Peace Corps training platform) administrator and manage online learning contents as needed.

### **Volunteer Support**

Volunteers are provided quality training and ongoing project support to equip them to be self-sufficient and to be effective in their service to their host community at site. The Training Assistant is an important support and contact person for Volunteers. Volunteer support duties and responsibilities include, but are not limited to, the following:

- Support the management, development and enhancement of post's Information Resource Center (IRC). Help to organize collection of materials, select new materials, and respond to requests for information from Volunteers. Devise creative ways in which to collect and share PCV-produced resources for addition to the IRC;
- Provide feedback in a timely manner to Volunteers on all email correspondence and phone requests. Encourage Volunteers and offer positive feedback on their accomplishments;
- Provide assistance to Volunteers regarding work issues and personal needs if requested. Offer information and guidance on cross-cultural matters;
- Support staff with Volunteer visits and site cultivation particularly for, but not limited to, 3rd year extensions transferring to a new site;
- Coordinate training requests from PCVs for various In-Service Training sessions, and coordinate feedback and evaluations so that relevant feedback is incorporated into future training events; and
- Provide input related to training events for in the newsletter to volunteers.

### **Safety and Security**

Every Peace Corps Cambodia staff member has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties and responsibilities of the Training Assistant, particularly as they concern Volunteers and Trainees in their projects, include, but are not limited to, the following:

- Assist the TM in fulfilling assigned Emergency Action Plan (EAP) duties and serve as the Alternate to the TM in the event the TM is not available at the time of an emergency;
- Assist TM in reporting safety and security incidents that occur during training events;
- Work with P&T staff and the Safety and Security Manager (SSM) to keep updated communication systems, the Volunteer and Trainee Roster, as well as the Warden system;
- Receive calls from Volunteers reporting incidents (non-assault and assault), and either refers the call to the SSM or, as appropriate, documents needed information for use by other staff;

- Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers (PM) to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Occasional Money holder**

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

### **QUALIFICATIONS**

Along with meeting the qualifications below, candidates must be able to obtain a security certification from the U.S. Government which requires a national identity card, birth certificate, school certificate, and other supporting documents.

#### **Requirements:**

- University degree
- One year of experience in administration, logistics, and procurement
- Experience dealing with district-level Cambodian government officials
- Native proficiency in written and spoken Khmer; high proficiency in written and spoken English
- Willingness to travel extensively and live full-time for 3 months per year at a to-be-determined training site outside of Phnom Penh
- Must be comfortable speaking both Khmer and English in front of groups

#### **Desired Qualifications:**

- Exceptional organizational skills
- Excellent interpersonal and cross-cultural communication skills
- Strong computer skills and ability to troubleshoot electronic and technical problems
- Flexible, motivated, and self-directed working style

- Prior experience working in an international organization and/or experience living abroad in a cross-cultural setting
- Ability to drive with possession of a valid driving license

Preference will be given to candidates residing in Cambodia or who are citizens of Cambodia at the time of application.

### **APPLICATION INSTRUCTIONS**

Submit the following: 1) a cover letter in English describing your interest in working with the Peace Corps and how you meet the qualifications, and 2) a CV in English that demonstrates how you meet the desired qualifications.

Send cover letter and CV/Resume to [KH-jobs@peacecorps.gov](mailto:KH-jobs@peacecorps.gov) with the title “**Training Assistant**”

- Or, deliver to the Peace Corps Office - #7A, Street 256
- Or, mail to Peace Corps Office, PO Box 2453, Phnom Penh 3

**Applications that fail to follow application instructions or address the required qualifications or are submitted after 5:00pm on the closing date will not be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.